

CONFIDENTIAL

25 OCT 1963

TO: Chief, Logistics Services Division, OS

FROM: Chief, Physical Security Division, OS

SUBJECT: Request for Secure Area - Room OS-0915, Headquarters Building

1. The Documents Support Section, Administrative Staff, Office of Research and Reports is physically located in rooms OS-0915 (secure area) and OS-0915, Headquarters Building.

2. The Documents Support Section is responsible for distributing incoming and outgoing intelligence information and administrative material for all OSR components, and maintaining essential security records and controls for intelligence information.

3. It is requested that room OS-0915 be converted to a secure area to eliminate (a) the necessity of securing into safes approximately 250-300 classified (thru SECRET) CIA, State, Army, Navy, and Air cables each day, (b) securing into safes classified (thru SECRET) reproduced copies of documents for distribution to OSR components which have been reproduced on a 914 Xerox machine that is physically located in room OS-0915, and (c) securing classified (thru SECRET) documents into safes that are still on hand at the end of each work day that are to be reproduced on the Xerox machine.

4. When room OS-0915 is converted to a secure area two four-drawer safes, legal size with combination locks will be released and returned to supply channels, Office of Logistics.

5. If any additional information is necessary in regard to this request, please contact [redacted]

FOR THE ASSISTANT DIRECTOR, RESEARCH AND REPORTS:

[redacted]
Chief, Administrative Staff

Distribution:

- 0 & 1 - Addressee
- 1 - OS
- 3 - St/A/RR

St/A/RR [redacted]

(24 October 1963)

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